



Team Manager - Job Description

Being Team Manager at a gala is a vital role with responsibility to the attending swimmers and Coach to ensure they have all the necessary information for success. You are generally the central point of information and communication and the expectation of all team members is that you will be the person with this knowledge.

Duties

- Provide a central point of contact for communication on behalf of the team
- Provide information to athletes, coaches, parents/guardians as appropriate
- Promote positive team spirit and behaviours
- Adopt the policies and principles of the SE Child Safeguarding policy
- Prepare a post meet report as appropriate

Time Commitment

- Collecting meet information prior to the day, ensuring you are aware of the published schedule and athlete involvement
- Attendance at meet sessions as arranged
- Preparation of post meet report as appropriate

Skills and Qualities

- Well organised and efficient
- Knowledge of club coaches and athletes
- Good communicator
- Understanding and impartial
- Ability to respect confidentiality
- Ability to make decisions based on the best interests of individuals
- Able to work on own initiative